

Online Learning Experience (OLE) Planning Grid - ITEC 7480 & 7481

Curriculum Standard (applicable to k12 only):

Standard 2: Student knows the characteristics and use of computer software programs and online applications.

- B.1 Know how to store, retrieve, and print documents
- B.2 Differentiate among word processors, spreadsheets, and multimedia presentation software.
- B.3 Use word processor to enter, edit, copy, paste, and format documents
- B.4 Use word processor to create personal/business letters, reports, graphics, outlines, graphs, and tables
- B.5 Use spreadsheet software to create rows and columns of data, write and insert formulas, and create charts from results
- B.6 Use problem solving skills and boolean logic when writing formulas in a spreadsheet to achieve desired results
- B.7 Use presentation software to create timed slide show containing text, music, clip art, photos, sound effects
- B.8 Use graphics tool to insert and manipulate pictures
- B.9 Use draw tool to create and revise pictures
- B.10 Use digital equipment and software to create movies
- B.11 Use online applications to create surveys, documents, codes, apps, and websites

Student Objectives/Outcomes:	Bloom's Level:	Activities:	Assessments:
Given instructional videos and links, students will be able to create a QR code containing information about themselves that is scan-able by any device without error.	<i>Apply</i>	<ul style="list-style-type: none"> Complete instructional videos and readings Create QR that contains personal information Use QRstuff.com and post to Wiki Use app on mobile device to scan other codes left by peers 	<i>Instructor's feedback on quality of candidate's ability to create code that is scan able with resume information.</i>
Given instructional videos and the Internet, students will be able to collaborate using online applications to identify 5 ways to be safe of social networking sites.	<i>Analyze</i>	<ul style="list-style-type: none"> Complete instructional videos Research Social Networking Safety Collaborate with peers using Google Docs/Hangouts Come up with 5 tips on social networking safety 	<i>Instructor's feedback on quality of candidate's ability to identify safety tips for social networking sites and work as a team</i>
Given instructional videos and an exercise, students will be able to create a flyer in Word that displays 3 out of 5 flyer components.	<i>Create</i>	<ul style="list-style-type: none"> Complete instructional videos and example exercise Create flyer in Word that attracts an audience 	<i>Instructor's feedback on quality of candidate's ability to create a flyer that will attract an audience.</i>
Given an instructional video and an exercise, students will be able to create a block style letter in Word that contains no more than 4 errors	<i>Apply</i> <i>Create</i>	<ul style="list-style-type: none"> Complete instructional videos and example exercise Create a block style letter in Word with correct formatting and letter components are included 	<i>Instructor's feedback on quality of candidate's ability to create a block style letter that will look professional and identify problem, solution, and deadline for solution</i>
Given an instructional video and an exercise, students will be able to create Memo in Word that contains no more than 3 errors	<i>Apply</i>	<ul style="list-style-type: none"> Complete instructional videos and example exercise Create a Memo in Word with correct formatting and a tabbed table 	<i>Instructor's feedback on quality of candidate's ability to create a Memo that will look professional and contain a tabbed table</i>

**Copy grid as many times as necessary to organize a 6-8 week learning experience.*

Student Objectives/Outcomes:	Bloom's Level:	Activities:	Assessments:
Given readings, instructional videos, and exercises, students will be able to create a spreadsheet in Excel containing functions, styling, and data with no more than 5 errors.	<i>Apply</i>	<ul style="list-style-type: none"> Complete instructional videos and readings from GCF app Create a spreadsheet containing SUM functions, data, and styling 	<i>Instructor's feedback on quality of candidate's ability to create a spreadsheet and apply styling and the SUM function.</i>
Given instructional videos and exercises, students will be able to create a spreadsheet in Excel containing functions, data types, borders and data with no more than 7 errors.	<i>Apply</i>	<ul style="list-style-type: none"> Complete instructional videos Create a spreadsheet containing SUM function, subtraction, data types, data, borders and styling 	<i>Instructor's feedback on quality of candidate's ability to create a spreadsheet and apply data types, borders, the SUM function and subtraction.</i>
Given readings, instructional videos, and exercises, students will be able to create a chart in Excel using data with no errors.	<i>Apply</i>	<ul style="list-style-type: none"> Complete instructional videos and readings from GCF app Create a chart containing data, x and y titles, chart title, legend, and data labels 	<i>Instructor's feedback on quality of candidate's ability to create a chart in Excel using data.</i>
Given an instructional video and exercise, students will be able to link multiple spreadsheets in Excel with no error.	<i>Apply</i>	<ul style="list-style-type: none"> Complete instructional video Create a spreadsheets in Excel containing data and combine data from spreadsheets to a 3rd spreadsheet 	<i>Instructor's feedback on quality of candidate's ability to link multiple spreadsheets in Excel using a formula.</i>
Given instructional videos and exercises, students will be able to calculate whether a cell fits TRUE or FALSE criteria using the IF function in Excel with no errors	<i>Apply</i>	<ul style="list-style-type: none"> Complete instructional videos and example exercise Create a spreadsheet in Excel containing IF function. 	<i>Instructor's feedback on quality of candidate's ability to create a spreadsheet in Excel containing the IF functions.</i>
Given instructional videos and exercises, students will be able to calculate the monthly payment on an installment loan using the PMT function in Excel with no errors	<i>Apply</i>	<ul style="list-style-type: none"> Complete instructional videos and example exercise Create a spreadsheet in Excel containing IF function. 	<i>Instructor's feedback on quality of candidate's ability to create a spreadsheet in Excel containing the PMT function.</i>
Given instructions and the Internet, students will research colleges of their choice and calculate the cost of attendance, revenue they can receive, and loan amount for two schools. Students will then compare the two schools by creating a graph with no more than 7 errors	<i>Create</i>	<ul style="list-style-type: none"> Research colleges and revenue options Create a spreadsheet in Excel containing data Calculate loan amount based on expenses and revenue Create a chart comparing cost of schools 	<i>Instructor's feedback on quality of candidate's ability to research and compile data that will compare cost of attendance and cost of loans.</i>
Given instructional videos and exercises, students will be able to film and edit a movie in Movie Maker 6.0 that is 2 minutes long	<i>Create</i>	<ul style="list-style-type: none"> Complete instructional videos and example exercises Film video using camera (students choice) Import video to Movie Maker 6.0 Edit and create a 2 minute video 	<i>Instructor's feedback on quality of candidate's ability to film, import, and edit video using Movie Maker 6.0</i>

Given instructional videos, readings, and an exercise, students will be creating a PowerPoint presentation on a career of their choice with at least a 90% average.	<i>Create</i>	<ul style="list-style-type: none"> • <i>Complete instructional videos, readings from GCF app, and example exercises</i> • <i>Research a Career using the Internet</i> • <i>Create an 8 slide PowerPoint presentation containing images, text, charts, videos, links, animation, audio, and transitions.</i> 	<i>Instructor's feedback on quality of candidate's ability to research and create a PowerPoint presentation on a career.</i>
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